

Oklahoma Association of Career and Technology Education

Business, Marketing and Information Technology Education Division

BMITE Business, Marketing and
Information Technology Education

HANDBOOK

Compiled and distributed in 2021-2022 by:

Daniel Devers, President

Michelle Lewandowski, President-Elect

Darin Lackey, Past-President

Jessica Schanbacher (TC) & Jeanne Tholen (HS), VP Region 1

Sheila McMurry (TC) & VACANT (HS), VP Region 2

Dayna Stephens (TC) & Teresa Karnes (HS), VP Region 3

Crystal Miller (TC) & Meredith Simerly (HS), VP Region 4

Joy Salcedo, Secretary

Randy Hessley, Treasurer

Julie Ballew, Reporter

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Business, Marketing and Information Technology Education Division

Oklahoma Association of Career and Technology Education

2021-2022 Executive Board

President:	Daniel Devers Meridian Technology Center 1312 South Sangre Road Stillwater, OK 74074 Office: (405) 377-3333 x0338 Cell: (405) 762-1793 danield@meridiantech.edu
President-Elect:	Michelle Lewandowski Broken Arrow High School 1901 East Albany St. Broken Arrow, OK 74012 Office: (918) 259-4830 Cell: (918) 625-0516 mrlewandowski@baschools.org
Past-President:	Darin Lackey Francis Tuttle Technology Center 12777 North Rockwell Ave. OKC, OK 73142 Office: (405) 717-4358 Cell: (405)-412-5414 darin.lackey@francistuttle.edu
Vice-President Region 1, Technology Center	Jessica Schanbacher Northwest Technology Center - Alva 1801 11 th Street Alva, Oklahoma 73717 (580) 327-0344 jschanbacher@nwtech.edu
Vice-President Region 1, High School	Jeanne Tholen Seiling Public Schools 100 North Elm St. Unit 780 Seiling, Oklahoma 73663 (580) 922-8019 jtholen@seiling.k12.ok.us

Vice-President Region 2, Technology Center	Sheila McMurry Meridian Technology Center 1312 South Sangre Road Stillwater, OK 74074 (405) 377-3333 x0335 sheilam@meridiantech.edu
Vice-President Region 2, High School	VACANT
Vice-President Region 3, Technology Center	Danya Stephens Southern Technology Center 2610 Sam Noble Parkway Ardmore, OK 73401 (580) 223-2070 dstephens@sotech.edu
Vice-President Region 3, High School	Teresa Karnes Cashion Public Schools 101 North Euclid Street Cashion, Oklahoma 73016 (405) 433-2741 tkarnes@cashionps.org
Vice-President Region 4, Technology Center	Crystal Miller 450 US-59 Kansas, Oklahoma 74347 (918) 868-3535 crystal.miller@netech.edu
Vice-President Region 4, High School	Meredith Simerly 401 Redbud Chelsea, Oklahoma 74016 (918) 789-2533 msimerly@chelseadrasons.net
Secretary	Joy Salcedo Eufaula High School 1 Anderson Bell Street Eufaula, Oklahoma 74432 (918) 689-2556 idsalcedo@eufaula.k12.ok.us
Treasurer	Randy Hessley Sequoyah High School 16401 South 4180 Road Claremore, OK 74017 (918) 341-0642 randy.hessley@sequoyahagles.net

Reporter

Julie Ballew
Tulsa Technology Center – Riverside
801 E 91st Street
Tulsa, OK 74132
(918) 828-4162
Julie.ballew@tulstatech.edu

Terms of Office for Executive Board

Office	Officer	Term Ends
President:	Daniel Devers	August 2022
President-Elect:	Michelle Lewandowski	August 2022
Past-President:	Darin Lackey	August 2022
Vice-President Region 1, Technology Center	Jessica Schanbacher	August 2022
Vice-President Region 1, High School	Jeanne Tholen	August 2022
Vice-President Region 2, Technology Center	Sheila McMurry	August 2022
Vice-President Region 2, High School	VACANT	August 2022
Vice-President Region 3, Technology Center	Dayna Stephens	August 2023
Vice-President Region 3, High School	Teresa Karnes	August 2023
Vice-President Region 4, Technology Center	Crystal Miller	August 2023
Vice-President Region 4, High School	Meredith Simerly	August 2023
Secretary	Joy Salcedo	August 2023
Treasurer	Randy Hessley	August 2022
Reporter	Julie Ballew	August 2023

Standing Committees

CTAC Representative	Johnathan Gervasi
PAC Board Representative	Joy Salcedo
MBP Board Representative	Karen Montgomery
Audit Committee	VACANT
Awards Committee	Natasha Odom
Diversity Action Committee	Twyla Gable
Membership Services	Natasha Odom
Membership Services (Past-President)	Darin Lackey
Nominating Committee	Michelle Lewandowski
Policy Committee	Johnathan Gervasi
Scholarship Committee	Dayna Stephens
Division Advisor	Mark Burch

State Staff

State Program Administrator

Region 1 BMITE Coordinator

Mark Burch
1500 West 7th Ave
Stillwater, Oklahoma 74074
(405) 743-5419
mark.burch@careertech.ok.gov

Program Specialist Finance and Marketing Cluster

VACANT

Region 3 BMITE Coordinator

Program Specialist Business Management and Administration Cluster

Region 2 BMITE Coordinator

Kathy Orr
1500 West 7th Ave
Stillwater, Oklahoma 74074
(405) 743-5117
kathy.orr@careertech.ok.gov

Program Specialist Information Technology Cluster

Region 4 BMITE Coordinator

Kristi Lofton
1500 West 7th Ave
Stillwater, Oklahoma 74074
(405) 743-5426
kristi.lofton@careertech.ok.gov

State BPA/DECA Advisor

Paxton Cavin
1500 West 7th Ave
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(405) 743-5473
paxton.cavin@careertech.ok.gov

Division Administrative Assistant II

Pamela Porter
1500 West 7th Ave
Stillwater, Oklahoma 74074
(405) 743-5119
pamela.porter@careertech.ok.gov

Student Organization Bookkeeper

Valerie McBane
1500 West 7th Ave
Stillwater, Oklahoma 74074
(405) 743-5195
valerie.mcbane@careertech.ok.gov

Business, Marketing and Information Technology Education Division

Oklahoma Association of Career and Technology Education

Officer Duties

President:

- Preside at all meetings
- Appoint such committees as are necessary to conduct the organization
- Serve on the BMITE Executive Board for one (1) year
- Serve on the OkACTE-CTAC Administrative Council
- Serve on the OkACTE Advisory Committee
- Serve on the OkACTE Executive Committee
- Have activity planned for committee chairs at leadership conference to discuss
- Communicate condolences and congratulations to members on behalf of division
- Attend OkACTE professional development opportunities of benefit to the BMITE division
- Chair BPA Day at the Capitol Committee
- Serve as voting delegate at ACTE

President-Elect:

- Perform the duties of the president in his/her absence
- Assume the office of president the following year
- Serve on the BMITE Executive Board for one (1) year
- Serve on the OkACTE Advisory Committee
- Serve on the OkACTE Executive Committee
- Serve on BMITE Awards Committee
- Chair Nominating Committee
- Attend National Policy Seminar

Secretary:

- Keep a full and accurate record of the meetings of the organization
- Carry on such correspondence as is necessary
- Serve on the BMITE Executive Board for two (2) years
- Serve on the OkACTE Advisory Committee

Treasurer:

- Receive membership dues and any other monies granted the organization
- Disburse all funds by check as required by the activities of the organization
- Serve on the BMITE Executive Board for two (2) years
- Serve on the OkACTE Advisory Committee
- Maintain accurate records of all transactions and receipts

Reporter:

- Responsible for the publication and maintenance of the Division website
- Submit appropriate articles to other publications as needed
- Serve on the BMITE Executive Board for two (2) years
- Serve on the OkACTE Advisory Committee

Past President:

- Serve in an advisory capacity to the president
- Serve as an ex-officio member of the BMITE Executive Board for one (1) year
- Serve on the OkACTE Advisory Committee
- Maintain BMITE archives and facilitate pictures at summer conference
- Chair the Historical Committee

CareerTech Administrative Council (CTAC) Representative:

- Represent BMITE at OkACTE Administrative Council meetings for three (3) years
- Report to BMITE members when necessary

Duties of Regional Vice-Presidents:

- Convey regional concerns to the Executive Committee
- Represent their region on the OkACTE Advisory Committee
- Recommend members in their region for participation on committees established by Business, Marketing, & Information Technology Education and encourage other BMITE involvement
- Submit two articles per year on newsworthy information regarding their region's members to the Business, Marketing, & Information Technology Education Reporter for publication
- Establish a "communication network" of all members in their region
- Perform such duties as directed by the Executive Committee
- Serve on BMITE executive board for two (2) years
- Chair committee to elect an Outstanding Regional Business, Marketing, & Information Technology Education Member
- Obtain up-to-date list of regional members
- Nominate two people from region to run for Regional Vice President

Business, Marketing and Information Technology Education Division

Oklahoma Association of Career and Technology Education

Committees

School Year 2021-2022

OkACTE Committee Chairs

Awards	Jeanne Tholen
CTAC	Johnathan Gervasi
Diversity Action	Twyla Gable
PAC	Joy Salcedo
MBP Board	Karen Montgomery
Membership Services	Natasha Smith

Completion Date by Year

BMITE Standing Committees:

Awards Committee:

Chair: Natasha Smith

Members: Jeanne Tholen

Duties: Compile a list of award recipients and handle the acquisition of awards for distribution at summer conference. The awards committee will preview all nominations for BMITE and OkACTE to determine if they meet established eligibility criteria set forth by OkACTE/ACTE and BMITE membership. Service recognition awards will be made at five-year increments of service in BMITE and awarded at the BMITE annual summer conference. The awards committee is also responsible for any other special awards given by the membership.

Audit Committee:

Chair:

Members:

Duties: Appointed representatives shall have financial expertise or experience. The Audit Committee shall review the audit of the accounts of the association and reports its findings to the Executive Board and the membership during summer conference. Establish a yearly budget for the BMITE Division to follow and present for approval at August Conference.

Legislative Committee:

Chair:

Members:

Duties: Inform members of legislative issues, encourage members to develop and implement policies affecting Career Tech, and communicate with their legislators. Network with all regions, promote PAC and perform other duties as assigned by Executive Board. Conduct workshops to educate members to become politically active.

Membership Committee:

Co-Chairs: Darin Lackey & Natasha Smith

Members:

Duties: Prepare and disseminate BMITE promotional materials within the state and retain membership printout from OkACTE. Distribute BMITE information to all new members and recognize and publicize achievements and contributions of BMITE members. Maintain and distribute a BMITE Pictorial Directory and perform other duties as assigned by Executive Board.

Nominating Committee

Chair: Michelle Lewandowski

Members:

Duties: Develop a plan for future BMITE leadership. Present candidates to membership for consideration at least 24 hours prior to election and endeavor to nominate at least two candidates for each elective office. Collect and prepare short biographical sketches of each nominee and prepare ballots for distribution at annual meeting.

Policy Committee:

Chair: Johnathan Gervasi

Members:

Duties: Review Bylaws and policies to ensure they are in line with OkACTE and ACTE. Make recommendations to the Executive Board for any revisions in the BMITE Bylaws and Policy Handbook annually. Prepare bylaw amendments and send to the Reporter 30 days before summer conference to be voted upon by the BMITE membership during summer conference.

Scholarship Committee:

Chair: Dayna Stephens

Members: Crystal Miller, Sheila McMurry, Jessica Schanbacher

Duties: Review scholarship applications and select scholarship recipients. Present the approved applicants to the Executive Board at the spring board meeting where a final decision will be made.

BMITE Officer Candidate

Application/Nomination Form

(due before or at Spring Executive Council meeting to President-Elect (Nominating Chair))

Candidates can run for more than one position, if desired, by indicating their 1st and 2nd choice

Business, Marketing & Information Technology Education Officer:

Position	Choice	Position	Choice
<input type="checkbox"/> President-Elect (must have been a former BMITE division officer)	_____	<input type="checkbox"/> Secretary	_____
<input type="checkbox"/> CTAC (must have been a former BMITE division officer)	_____	<input type="checkbox"/> Treasurer	_____
		<input type="checkbox"/> Reporter	_____

Region Vice-President: Please indicate your region and teaching institution.

<input type="checkbox"/> Region 1	<input type="checkbox"/> Technology Center	<input type="checkbox"/> Middle/High School
<input type="checkbox"/> Region 2	<input type="checkbox"/> Technology Center	<input type="checkbox"/> Middle/High School
<input type="checkbox"/> Region 3	<input type="checkbox"/> Technology Center	<input type="checkbox"/> Middle/High School
<input type="checkbox"/> Region 4	<input type="checkbox"/> Technology Center	<input type="checkbox"/> Middle/High School

Name of Nominee: _____

Home Address: _____

Street/PO City State Zip

Telephone _____

Office Home/Cell

Employer _____

Employer Address: _____

Street/PO City State Zip

Subject Currently Taught/ Duties _____

BMITE Membership Yes No

Years

Please attach a separate sheet describing your qualifications and/or contributions to Business, Marketing, and Information Technology Education. (Note: this information will be included on the officer ballot as the candidate's biographic information.)

Signature of Nominee

Date

Outstanding BMITE Regional Member

Application/Nomination Form
(due before Spring Executive Council meeting)

Please select Region and Institution:

- | | | |
|-----------------------------------|--|---|
| <input type="checkbox"/> Region 1 | <input type="checkbox"/> Technology Center | <input type="checkbox"/> Middle/High School |
| <input type="checkbox"/> Region 2 | <input type="checkbox"/> Technology Center | <input type="checkbox"/> Middle/High School |
| <input type="checkbox"/> Region 3 | <input type="checkbox"/> Technology Center | <input type="checkbox"/> Middle/High School |
| <input type="checkbox"/> Region 4 | <input type="checkbox"/> Technology Center | <input type="checkbox"/> Middle/High School |

Name of Nominee:

Home Address:

Street/PO	City	State	Zip
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Telephone

Office	Home/Cell
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Nominee Current Title and Position

Subject Currently Taught/ Duties

BMITE Membership Yes No

Years

Signature of Nominee

Date

Please feel free to attach a separate document with your responses to the following:

Part I: Explain how you have been instrumental in promoting business education this school year.

Part II: What project/accomplishment occurred in your classroom this year that you feel was exceptional?

Part III: Describe the project/accomplishment in Part II.